## **Active File Tracking Chart**

| File<br>Name | Open<br>File # | Date File<br>Opened | Important Dates,<br>Appearances Or<br>Limitation Periods | Retain File Or<br>Transfer<br>Required | Date Of Client<br>Discussion Or Letter<br>To Client | Instructions<br>Received Re:<br>File Transfer | File To New<br>Lawyer Or<br>Client | Delivery Receipt<br>Or Signed Client<br>Acknowledgement | Date File<br>Completed Or<br>Transferred |
|--------------|----------------|---------------------|--|--|---|---|------------------------------------|---|--|
|              |                |                     |  |  |   |   |                                    |   |  |
|              |                |                     |  |  |   |   |                                    |   |  |
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|              |                |                     |  |  |   |   |                                    |   |  |
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|              |                |                     |  |  |   |   |                                    |   |  |
|              |                |                     |  |  |   |   |                                    |   |  |
|              |                |                     |  |  |   |   |                                    |   |  |
|              |                |                     |  |  |   |   |                                    |   |  |